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MINUTES

Regular Meeting of the Board of Commissioners
With the Long Range Planning Committee
Fidalgo Pool and Fitness Center
Thursday, January 5, 2017, 5:30 p.m.

CALL TO ORDER

The meeting was called to order by Commissioner Andrew Olson at 5:30 p.m.

Commissioners Present: Pam Taylor, Jeremy McNett, Andrew Olson, David Way

Commissioners Absent: Mel Larsen,

Long Range Planning Committee: Libby Grage, Mick Donahue, Christine Mathes, Keith Rubin,
Sandy Hatfield

Staff Present: Marilyn Stadler, John Little, Cheryl Thomas, Carla Bigelow, Jason Hunger

Public: Tom Conroy, Bill Turner

PUBLIC COMMENTS/CORRESPONDENCE

"Tell Us About It" Summary

We had 10 "Tell Us About It" forms since our last Board of Commissioners' meeting. A summary of the comments is below:

1. "I appreciate the effort and intent to extend Wi-Fi to the exercise area, but the system does not have the range needed. A wireless router that will boost the signal could be plugged into a wall outlet in the fitness center. This is a simple and inexperienced solution. A contact was suggested. You need a wireless router in the fitness center which takes the signal from the upstairs and boosts it the fitness center." (Comcast returned and was able to boost the signal. It is believed the problem has been solved.)
2. "When I first started in the gym, I was able to get Wi-Fi internet and could listen to Pandora. I have been unable to access the internet and my Pandora Music. All of my settings are fine. My Pandora music just says buffering". Does not work. The gym is the only place in Anacortes where I have these problems. (Comcast did boost the signal. Other patrons are not having problems accessing the guest network.)
3. "This is excellent information, and I appreciate it. However, the people who work the desk and answer the phone need to know information in order to inform. This information should be written out and posted at the front desk for all who are responsible there. This morning, Yoga was cancelled, BUT word did NOT get to anyone. Several people drove in, waited in the upstairs exercise room for 20 minutes, and finally learned that indeed there was no class. Communication is imperative! Please correct this situation." (A new procedure was placed into motion concerning instructor call offs. First, the instructor is asked to find a substitute to teach the class. If the instructor is unable to find a replacement, she must call the cashiers about the cancellation. The cashiers will notify the Aquatic and Fitness Manager of the cancellation so an email blast

can be sent to the patrons. The front desk will also place signs up about the cancellation in the lobby areas.)

4. Please fix the door on the large women's change booth, door want stay shut and it blocks the aisle walkway when it hangs open. (Referred to Maintenance Manager.)
5. You are raising the prices too high and it is outrageous. Your prices are higher than my allowance and I'd like the prices to drop down ASAP.
6. Every day for 2 – 3 years, an employee has been smoking cigarettes outside at the double doors. A patron states that she is allergic to the smoke. (This has been discussed with the employee.)
7. Please get at least one more upright stationary bike. Also think about getting a massage therapist here, one or more.
8. No one showed up to lifeguard except Carla, and she was over 35 minutes late....
(KUDOS FOR CARLA! Just recently, one of our opening lifeguards could not make it to the pool. The front desk called and awoken Carla Bigelow about the situation. Carla dressed, grabbed breakfast and was able to open the pool in a short time. We thanked the patrons for their understanding of the delay, and thanked Carla for opening that day for us when she wasn't on the schedule.) Someone responding to Carla with this statement - No Kudos for doing your job! To see a sense of urgency would have been nice from a person who was paid to be inconvenienced.
9. Please provide names of instructors for classes and private lesson instructors and phone numbers. (We believe this is in reference to group and private swim lessons. We can provide a list of recommended private swim lesson instructors. Commissioner Pam Taylor discussed private swim lessons instructors' information she researched with the Municipal Research Services Center for Commissioner David Way. Employees on their own time can teach private swim lessons with a person that pays the entrance fee to use the facility. As for group lessons, we don't know what instructors will be scheduled to the classes are filled and the needs assessed.)

APPROVAL OF MINUTES

The Regular Board of Commissioners' minutes from the December 1, 2016 meeting were reviewed.

MOTION: A motion was made and seconded (MCNETT/TAYLOR) to approve the minutes from the January 5, 2016 meeting as submitted. Commissioner Olson abstained. The motion passed unanimously.

APPROVAL OF VOUCHER(S)

<u>12/29/16</u>	<u>\$69,422.02</u>
TOTAL	\$69,422.02

MOTION: A motion was made and seconded (OLSON/MCNETT) to approve the voucher as submitted. The motion passed unanimously.

Thunderbird Aquatic Club (TAC) – Coach Jason Hunter

- TAC numbers are:
 - Home School Group: 12
 - MS/HS: 7
 - Intro to TAC: 7

Bronze: 30
Silver: 19
Gold: 18
Juniors: 22
Seniors: 5
Masters: 24

Total 118 without masters, Active + or -3.

- January 7-8th TAC is hosting a swim meet. There will be 280 swimmers at the meet and TAC is looking to take 1st out of the 6 teams. TAC has 74 swimmers in attendance.
- February 4th TACM is hosting a master's meet and typically see about 120 swimmers attend the meet. Come by and see some great swimming.
- January 13th-15th coach Jason Hunter is attending Washington Open with 14 swimmers. This meet will see swimmers from all over Washington.

Aquatics & Fitness Report – Aquatic & Fitness Manager Carla Bigelow

- **SilverSneakers®:** In October 2016, 197 out of 783 enrollees participated for 1,339 visits. In November 2016, 195 out of 795 enrollees participated for 1,329 visits
- **Silver&Fit®:** In October 2016, 5 out of 10 enrollees participated for 27 visits. In November 2016, 4 out of 10 enrollees participated for 31 visits.
- **At Your Best®:** In October 2016, 38 out of 60 enrollees participated for 228 visits. In November 2016, 40 out of 68 enrollees participated for 269 visits.
- **FITNESS:**
 - **Instructors:**
 - All of the fitness instructors did a great job covering for each other over the holidays.
 - Instructor B. Newton (Gentle Yoga) is registered for YogaFit Foundations in February. She is also currently enrolled in an online yoga instructor training. She is looking forward to obtaining her complete RYT 200 certification.
 - Instructor E. McCartney (Zumba Gold) is interested in expanding her senior fitness training and knowledge with aquatics and other land based certifications for seniors. She is exploring AEA certification, including AEA Arthritis Foundation.

GroupX Classes:

- Instructor C. Martin will bring back Basic Mat Pilates this winter on Wednesday nights at 6 PM.
- AFM Bigelow received an email from a potential instructor who is interested in adding small group TRX and group PiYo classes to FPFC offerings. AFM Bigelow will be meeting with her to get more information.
- The additional Strength and Conditioning class (Mondays and Wednesdays) are showing growth. AFM Bigelow has had several patrons comment that Instructor A. Gregg is doing a fantastic job and that they really enjoy her classes.

Equipment:

- The wireless mic headset and transmitter in the GroupX classroom have failed. AFM Bigelow asked MM Little to move the transmitter and mic from the aquatics area up to the GroupX classroom. AFM Bigelow obtained quotes from sound system companies to purchase a new transmitter, fitness wireless mic headset and handheld wireless mic for the natatorium for use by the aquatic fitness instructors and for swim meets. MM Little purchased the equipment based on the lowest quote.

Fitness Center:

- A patron approached AFM Bigelow to clarify appropriate use of the medicine balls. The patron was concerned about the balls being bounced near other patrons. After some discussion, AFM Bigelow agreed to post a sign near the medicine ball rack asking users to be mindful of and courteous to other patrons while bouncing the medicine balls.

- **AQUATICS:**

- **Instructors:**

- AFM Bigelow and AAFM Dees have submitted applications to attend American Red Cross (ARC) Instructor Academy for Water Safety Instructor Trainer certification. As of this writing no response has been received from ARC regarding acceptance of the applications. There is an Academy scheduled in February at the Bainbridge Island pool.
- Instructor K. Fors received notice that she passed her AEA certification. Congratulations!
- AFM Bigelow submitted her application to serve on the crew for the International Aquatic Fitness Conference to be held in Palm Harbor, FL in May 2017.

- **Teams:**

- FPFC was pleased to host Bellingham Bay Swim Team practices for 3 dates over the Thanksgiving and Christmas holiday weekends while Arne Hanna Aquatics Center was closed. 110 athletes attended at a rate of \$6 per athlete. We look forward to hosting them again should their coaches' request pool time.
- The San Juan Island Swim Team will be holding a practice at FPFC at the end of January. It anticipated that 20 - 30 athletes will attend the Saturday morning practice and then stay for Open Swim. This team comes over to Fidalgo Island a couple of times a year to practice in our pool.
- AFM Bigelow wishes to thank Coaches Hunter, Dey, Gorham and Mix for thinking outside the box while planning the team practice schedules over the winter school holiday.

- **Swim School:**

- Registration for winter quarter is going well. Classes begin on Monday, January 9. We will be offering LTS 5/6 for the first time this quarter.

Administration – Executive Director Marilyn Stadler & Business Manager Cheryl Thomas

- The Active Military Program November 2016 was 85 visits by 39 different participants, visits 154 YTD. The usage by military families for November 2016 was 64 visits.

Month	# of Visits	Month	# of Visits
October 2015	89	October 2016	69
November 2015	72	November 2016	85
December 2015	84	December 2016	
January 2016	80	January 2017	
February 2016	61	February 2017	
March 2016	67	March 2017	
April 2016	61	April 2017	
May 2016	63	May 2017	
June 2016	55	June 2017	
July 2016	43	July 2017	
August 2016	30	August 2017	

September 2016	51	September 2017	
TOTAL	756	TOTAL	154

- Other statistics:
 1. The FPFC total number of visits for November 2016 was 3,855 January – November 2016 Year-to-Date was 39,631. The FPFC total number of visits for November 2015 was 3,429 and January – November 2015 Year-to-Date was 39,994. These statistics don't include the visits from Physical Therapy patrons, swim meet participants or rentals.
 2. We are currently having our audit for 2013-2015. The estimate cost of the audit is \$10,500.

Maintenance – John Little

- The Fitness Center rollup fire door was tested for proper operation.
- Rebuilt the pool cleaning vacuum system.
- The Skagit County Health Inspector stopped in for an inspection. He observed about the facility that the records are being kept, the pool water flow rate is good; very clean and organized; no violations noted.
- No major projects are planned for January.

Investments

- A total of \$227,164.27 is invested and will mature on August 1, 2017.

Financial Reports

Our Balance Sheet is reflective of our current financial status. Levy net income based on QB for November 2016, includes bond interest – \$10,994.07 and YTD – \$150,533.85. Program net income for November 2016 – \$3,001.80 and YTD - \$63,172.45. Gross income for programs is listed below:

DEPARTMENT	FISCAL YEAR	NOVEMBER 2016	NOVEMBER YTD 2016	NOVEMBER 2015	NOVEMBER YTD 2015
Aquatics	Jan 1 – Dec 31	\$15,642	\$195,068	\$12,395	\$170,337
Swim Lessons	Jan 1 – Dec 31	\$3,337	\$58,839	\$4,566	\$76,780
Youth Aquatics	Sept 1 – Aug 31	\$7,719	\$23,665	\$7,825	\$24,577
Fitness Center	Jan 1 – Dec 31	\$8,118	\$72,896	\$6,145	\$59,236

Old Business

- **Architect Timeline**
 - Executive Director Marilyn Stadler gave an overview of the timeline for our Architect and master plan. She mostly concentrated on the activities in January. On January 10, 2017, Commissioner Jeremy McNett, Maintenance Manager John Little and ED Marilyn Stadler will meet with ARC and DCW when they come to the facility to complete a site visit. ARC and DCW will be assessing the current facility, its systems and the District properties. The Long Range Planning Committee asked if the draft timeline could be updated in an “easier to read” format. Commissioner McNett will talk with Stan Lokting about providing us with a different schedule.
- **Special Interest Groups for Focus Meetings**

- Principal Stan Lokting, Arc and a representative of Councilman-Hunsaker will conduct meetings with special interest groups concerning our current programs, what they lack and what should be added to meet their needs. ED Stadler and the Committee discussed a list of special interest groups that should be encouraged to attend. She plans to talk with current patrons and personally invite them to attend in hopes we will have good participation in this outreach: These groups include the following:
 1. On Monday, January 23, 2017, the following groups are being planned.
 - City Leaders – Libby Grage will set up a meeting at City Hall with the Mayor, Director of City Planning, Parks and Recreation Director, Chief of Police and possibly some City Council members.
 - Cashiers, Lifeguards, Swim Lesson Instructors Aquatic and Fitness Group Exercise Instructors, including Personal Trainers.
 - Long Range Planning Committee and the Board of Commissioners, Fidalgo Pool Managers, including the Assistant Aquatic & Fitness Manager and the Assistant Age Coach.
 2. On Tuesday, January 24, 2017, the following groups are planned; however, some may need to be combined. It was also stressed that some people interested in attending one a particular group may only be able to attend at different time. We will need to accommodate that situation. The participates will be asked to attend only one meeting.
 - SilverSneakers®, Silver and Fit®, At Your Best® & Optum Programs, & Fitness Center, Land Group Exercise, Combo users
 - High School Districts
 - Special Groups that rent, conduct special events or benefit from activities– Physical Therapy, Anacortes Kayak Tours, Chamber of Commerce, Senior Activity Center, Scuba, Special Olympics, Fire Departments, Economic and Develop Association of Skagit County, Restaurant and Hotel owners
 - Lap Swimmers, Masters, Water Group Exercise Users, Open Swim
 - Thunderbird Aquatic Club and Swim Lesson Parents.
 3. It was stated that the public that don't use Fidalgo Pool and Fitness Center, should have an opportunity to offer their thoughts on programming. It was decided that we should obtain the questions from the architect and reach out to non-users for their opinions. Commissioner McNett will ask Stan Lokting to write a paragraph of the meetings intention and include questions. We would like to post this information on the website, in newspapers – Anacortes American & Skagit Valley Herald and around the facility.

New Business

- **Resolution #319 – Employee Policy Manual Update & Continuation of Benefit**
 - WHEREAS, the Commissioners had reviewed the changes concerning the Salary Plan at the November 2016 Budget and a quorum voted to accept the budget that included the plan,
 - WHEREAS, the Commissioners instructed that the District may continue to offer pay in lieu of health, dental and/or life insurances for full-time employees,
 - WHEREAS, the full-time employees will continue to be responsible for all employer taxes and PERS for pay in lieu of health, dental and/or life insurances,

- WHEREAS, it is necessary to periodically update and modernize the District's personnel policies and procedures; and
- NOW THEREFORE BE IT RESOLVED that the attached revised Personnel Policies and Procedures Manual is adopted. Upon adoption of this resolution, the revisions of the current Fidalgo Pool & Fitness Center Personnel Policies and Procedures Manual is hereby superseded by the attached Personnel Policies and Procedures Manual.

MOTION: A motion was made and seconded (TAYLOR/OLSON) to approve Resolution #319 as submitted. The motion passed unanimously.

ADJOURN

MOTION: A motion was made and seconded (TAYLOR/OLSON) to adjourn the meeting at 6:32 p.m. The motion passed unanimously.

The next regular meeting is scheduled for Thursday, February 2, 2017, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.